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Scott Walker  
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*Adjutant General*



# ***HS UASI STAC Public Health Analyst 2016***

## **Grant Announcement**

**Applications must be submitted through  
Egrants on or before April 27, 2018**



## **STATE OF WISCONSIN**

### **DEPARTMENT OF MILITARY AFFAIRS**

**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy: Shannon Ladwig (608) 242-3231  
[shannon.ladwig@wisconsin.gov](mailto:shannon.ladwig@wisconsin.gov)

Budget/Fiscal: Rebecca Thompson (608) 242-3236  
[Rebecca2.Thompson@wisconsin.gov](mailto:Rebecca2.Thompson@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)  
Phone: (608) 242-3231

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:  
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Grant Title:** HS UASI STAC Public Health Analyst 2016

**Description:** This grant will fund a portion of a position to work with the Southeastern Wisconsin Threat Analysis Center (STAC), public health, and emergency management partners to provide real-time medical information to regional stakeholders to prepare, plan, mitigate, respond, and recover from an incident that will require a community response.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: April 27, 2018

Project Start Date: June 1, 2018

Project End Date: May 31, 2019

**Anticipated Funding Amount:** As approved by the WEM Administrator, the amount available under this funding opportunity is \$40,000.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The City of Milwaukee Emergency Management is the only eligible applicant.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for supplies and operating, and consultant/contractual expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

# ***HS UASI STAC Public Health Analyst 2016***

## **Program Description**

WEM will provide grant funds for the continued project funded position to work with the STAC, HERC, public health, and emergency management partners in providing real time medical information to stakeholders.

This position will serve as a liaison between the law enforcement, and healthcare sectors to communicate important threat information, assist with education in ongoing regional activities reliant to preparedness and response to potential threats, develop and distribute a regular medical threat intelligence reports, collaborate with local jurisdictions to potentially adopt a database for the ability to use geo-mapping technologies into daily situational updates.

This position has a cost-share with HS funds paying for approximately half of the position and the Southeast Wisconsin Health Emergency Readiness Coalition, Inc. (HERC Region 7) covering the other half of the position. This will create an additional capacity within the Urban Area Security Initiative (UASI) region.

## **Submit Applications Using Egrants**

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egranis.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

## **Application Components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Shannon Ladwig at (608) 242-3231 or at [shannon.ladwig@wisconsin.gov](mailto:shannon.ladwig@wisconsin.gov)

### **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial

activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## **2. Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

## **3. Performance Measures**

In your application, please establish benchmarks as listed below as a minimum requirement. You will report progress against these measures in your quarterly reports. Once Performance Measures have been established mark the section “Complete” and “Save.”

- Number of Monthly meetings with Project Working Group
- Number of Bulletins or Intelligence Products to be disseminated
- Number of Presentations conducted

## **4. Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

## **5. Budget Narrative**

Describe your program or project in detail, including what objectives will be accomplished.

## **6. Other Funding**

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to Homeland Security Grant Program (HSGP) funds will be used to fund this position.

### **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

### **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

1. Title: Publications Acknowledgement  
Publications Acknowledgement - The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."
2. Title: Grant modification  
Grant modification must be approved by the Wisconsin Emergency Management (WEM) agency responsible for the grant in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.
3. Title: Allowable Grant Activities  
Allowable Grant Activities - This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.
4. Title: Copy of Contract Required  
Copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, the contract submitted must include a detailed job specifications and deliverables or position description. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachment.
5. Title: Short Term Staffing  
This funding supports personnel for a limited term project to be completed during the grant period and is not intended to support long-term staffing

needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient.

6. Title: Project Coordination

The project is part of a partnership effort. Project activities, including outreach efforts, shall be coordinated with WEM and other partners as applicable.

## **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website.  
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>
- It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)